

Close Reason

The **Close Reason** screen is used to record and maintain all possible reasons for closing a work order. Open this screen via **Consumption Sites > Work Orders tab > Close Reason hyperlink**. This field is enabled only when the selected record has a **Status** of Closed.

Work Order Details

Work Order No:

Category

Status

Closed

Date Scheduled:

Performer:

Customer C

Additional Info:

Entered By:

irelyadmin

Date Created:

02/08/2016

Date Closed:

02/08/2016

Close Reason

Comments:

Work Close Reason

Save Undo Close

+ Insert X Remove Layout Filter Records (F3)

☐ Close Reason

☐ CUSTOMER CANCELED

☐ WORK COMPLETED



☐



?

Ready

The **Close Reason** screen is used to record and maintain all possible reasons for closing a work order. Open this screen via **Consumption Sites > Work Orders tab > Close Reason view button**. This field is enabled only when the selected record has a **Status** of Closed.




Work Order Details

Work Order No: Status:  



Date Scheduled:  Performer: 




Additional Info:




Entered By: Date Created:

Date Closed:  Close Reason:  




Comments:

Work Close Reason  

 Save  Undo  Close



 Remove  Layout  Filter Records (F3)



<input type="checkbox"/>	Close Reason
<input type="checkbox"/>	CUSTOMER CANCELED
<input type="checkbox"/>	WORK COMPLETED
<input type="checkbox"/>	

   Ready

The **Close Reason** screen is used to record and maintain all possible reasons for closing a work order. Open this screen via **Consumption Sites > Work Orders tab > Close Reason ellipsis button**. This field is enabled only when the selected record has a **Status** of Closed.




Work Order Details

Work Order No: Status:  

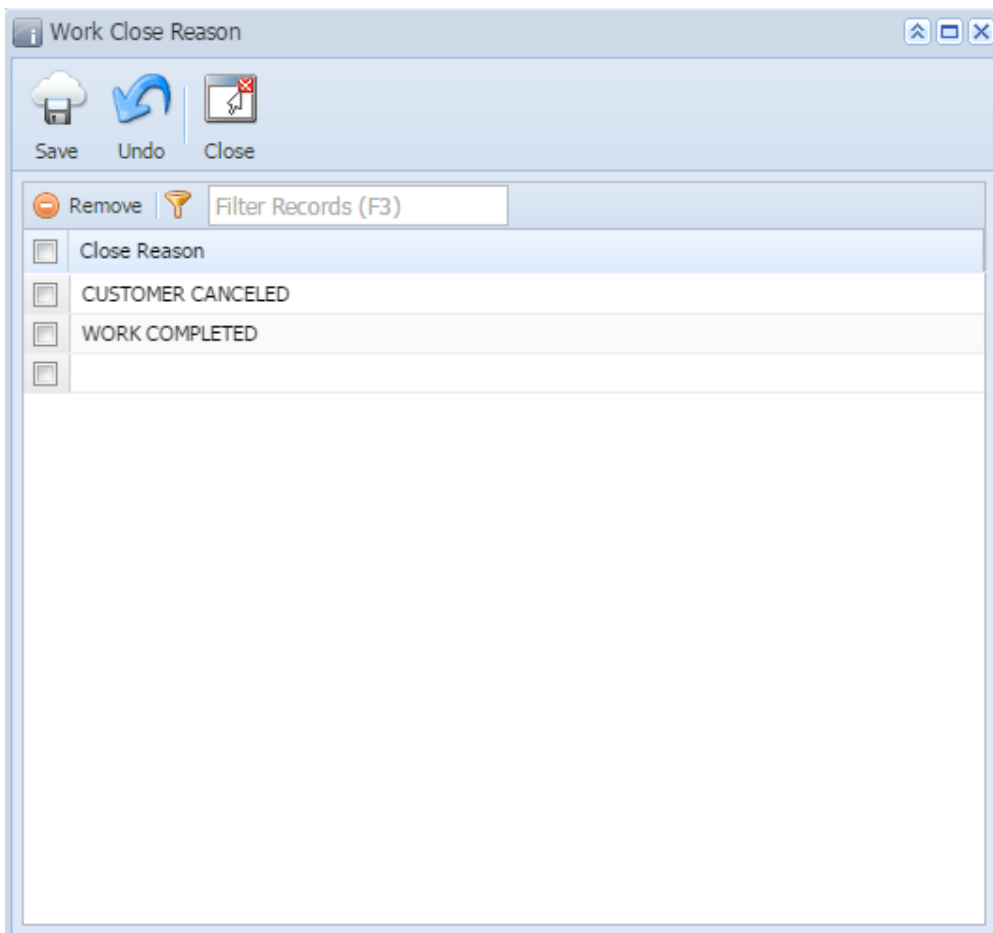
Date Scheduled:  Performer: 

Additional Info:

Entered By: Date Created:

Date Closed:  Close Reason:  

Comments:



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